



# TIME SHEET

All time sheets should be **faxed to 515-331-2199 by Friday at 5:00 p.m.** A delay in time sheet may cause a delay in payroll.

Mail check    Pick up check    Direct Deposit: ( Mail Pay Stub    Email Pay Stub    ViewMyPayCheck.com)

\* REQUIRED

\*Employee Name: \_\_\_\_\_ \*Company: \_\_\_\_\_

\*Employee Phone Number: \_\_\_\_\_ \*Supervisor Name: \_\_\_\_\_

Employee Email: \_\_\_\_\_ \*Supervisor Phone Number: \_\_\_\_\_

Date	Start Time	Lunch Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
Week End Date _____ / _____ / _____ (Sunday)				<b>WEEKLY TOTALS:</b>		

*Please sign below to verify that the hours shown above are accurate and all work was performed by you.*

*Please sign below to verify that the hours shown above are accurate and all work was performed satisfactory. Client's signature indicates that you have read and agree to the terms & conditions as shown below.*

Employee Signature: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms & Conditions**

The HireQuality Solutions employee is compensated on a bi-weekly basis. We (the client) will be billed on a weekly basis. Payment will be due upon receipt of the invoice. We will be billed for the hours shown above at the agreed upon rate. Overtime will be billed one-and-one half times the straight billing rate. In the event that we fail to pay the charges of HireQuality Solutions (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charges @ 2.0% per month, collection and/or litigation costs plus reasonable attorney fees.

We (the client) understand that the temporary help supplied by HireQuality Solutions is the result of substantial expense on the part of HireQuality Solutions in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates, either directly or through any other temporary service company (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment or within 12 (twelve) months after the temporary assignment, we hereby agree to pay HireQuality Solutions a settlement fee equivalent to the HireQuality Solutions permanent placement fee of 1% per thousand dollars of annual salary up to a maximum of 30% of annual salary. The minimum settlement fee is at least fifteen hundred dollars (\$1,500.00). Then, if our account is current, the employee will be released with no further fee.

We understand that the supervision of the assigned HireQuality Solutions employee for the agreed upon duties is our (the client) responsibility. We agree not to authorize any HireQuality Solutions employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by HireQuality Solutions. We agree to accept full responsibilities for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a HireQuality Solutions employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We agree not to advance or entrust a HireQuality Solutions employee with cash, negotiable instruments or other valuable property without prior written permission from HireQuality Solutions. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a HireQuality Solutions employee while handling cash, negotiables or other valuables.

Under no circumstances will HireQuality Solutions or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to HireQuality Solutions within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

We further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that HireQuality Solutions employees use any protective equipment necessary to perform assignment safely.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning HireQuality Solutions or any other employees and agree to indemnify and hold HireQuality Solutions harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against HireQuality Solutions by reason of our (the client) failure to comply with same.